

**State of Hawaii
Department of Hawaii
Communicable Disease Division
STD/AIDS Prevention Branch**

Request for Proposals

RFP NO: HTH-121-110

**PURCHASE OF HIV LABORATORY
SERVICES**

May 16, 2005

Proposal Submittal Deadline: June 6, 2005

Orientation Session: May 23, 2005 at 9:30 a.m.

STD/AIDS Prevention Branch

728 Sunset Avenue

Honolulu, Hawaii

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

May 16, 2005

REQUEST FOR PROPOSALS

**PURCHASE OF HIV LABORATORY SERVICES
RFP NUMBER: HTH-121-110**

NOTICE

The Department of Health, Communicable Disease Division, STD/AIDS Prevention Branch is requesting proposals from qualified applicants to provide a range of HIV laboratory tests and services statewide for the Hawaii Seropositivity and Medical Management Program (HSPAMM).

SUBMITTAL DEADLINE

Proposals must be mailed and postmarked by United State Postal Service by June 6, 2005 to the mail-in address or **hand delivered** no later than **June 6, 2005, 4:30 p.m.** Hawaii Standard Time (HST) at the drop-off sites.

Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline.

MAIL-INS: Department of Health/Communicable Disease
STD/AIDS Prevention Branch
3627 Kilauea Avenue, Room 306
Honolulu, Hawaii 96816

HAND DELIVERIES (DROP-OFF SITE):

Oahu
STD/AIDS Prevention Branch
728 Sunset Avenue
Honolulu, Hawaii 96816

Applicants are encouraged to attend the Orientation Meeting (see Section 1).

INQUIRIES

Inquiries regarding this RFP should be directed to the RFP contact person:
Peter Whitarcar, Chief
STD/AIDS Prevention Branch
3627 Kilauea Avenue, Room 306
Honolulu, Hawaii 96816
Telephone: (808) 733-9010 Fax: (808) 733-9015

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There are no attachments for this RFP.

Section 1 Administrative Overview

I. Procurement Timetable

Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.

Activity	Scheduled Date
Public notice announcing RFP	May 16, 2005
RFP orientation session	May 16, 2005
Due date for written questions	May 27, 2005
State purchasing agency's response to written questions	June 3, 2005
Proposal submittal deadline	June 6, 2005
Proposal evaluation period	June 10, 2005
Final revised proposals (optional)	N/A
Provider selection	N/A
Notice of statement of findings and decision	June 10, 2005
Contract start date	July 1, 2005

II. Websites Referenced in this RFP

No.	Website	URL
1	State Procurement Office Website	www.spo.hawaii.gov
2	Procurement of Health and Human Services RFP Website Hawaii Administrative Rules (HAR) for Purchases of Health and Human Services	www.spo.hawaii.gov + click "Health and Human Services" then click "RFPs" click "Statutes and Rules"
3	Info for Private Providers Forms List of Registered Private Providers General Conditions Protest Forms/Procedures	www.spo.hawaii.gov + click "Health and Human Services" and then "For Private Providers" click "Forms" click "List of Registered Private Providers" click "Contract Template – General Conditions" click "Protests"
4	Tax Clearance Forms (Department of Taxation website)	www.hawaii.gov/tax/tax.html , click "Alphabetical Listing of Forms" and the letter "A"
5	Wages and labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	http://www.capitol.hawaii.gov/ , click "Bill Status and Documents" and browse the HRS sections. Or go to http://www.capitol.hawaii.gov/hrscurrent/Vol02_Ch0046-0115/HRS0103/HRS_0103-0055.htm

III. The Procurement Process

Authority. This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS), Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal application by a prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

RFP Organization. This RFP is organized into 4 sections:

Section 1, Administrative Overview - The procurement process; requirements for awardees.

Section 2, Service Specifications - Services to be delivered, applicant responsibilities, requirements for the proposal application.

Section 3, Evaluation - The method by which proposal applications will be evaluated.

Section 4, Attachments - Information and forms necessary to complete the application.

RFP Orientation Session. An orientation session to familiarize applicants with the procurement process and the requirements of the RFP shall be held. Applicants are encouraged to submit written questions prior to the orientation. Questions at the orientation are permitted, but oral questions should be submitted in writing by the date indicated in the Procurement Timetable to ensure an official written response.

Date and time: May 23, 2005 9:30 a.m.
Location: 728 Sunset Avenue
Honolulu, Hawaii

Submission of Questions. Applicants may submit written questions to the RFP Contact Person identified in the Notice. The written response by the State purchasing agency will be available to all applicants and placed on the RFP website.

Deadline for submission of questions: May 27, 2005

Discussions with Applicants. Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements prior to the submittal deadline. Discussions may also be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance section 3-143-403, HAR.

Multiple or Alternate Proposals - Multiple/alternate proposals are not applicable to this RFP.

Confidential Information – If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked,

and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal. Note that price is not considered confidential and will not be withheld.

Opening of Proposals. Upon receipt by a state purchasing agency at the designated location(s), proposal applications shall be date-stamped, and when possible, time-stamped, held in a secure place and not examined for evaluation purposes until the submittal deadline.

Public Inspection. Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

RFP Addenda. The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

Final Revised Proposals. If requested by the state agency, final revised proposals must be postmarked by the United State Postal System (USPS) or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal postmarked or received after the submittal deadline shall be rejected. If a final revised proposal is not submitted, the previous submittal shall be construed as the best and final offer/proposal.

Cancellation of Request for Proposals. The request for proposals may be canceled when it is determined to be in the best interests of the State in accordance with section 3-143-613, HAR.

Costs for Proposal Preparation. Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

Provider Participation in Planning. Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the release of a request for proposals, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-202, 3-142-203 and 3-143-618, HAR.

Rejection of Proposals. A proposal offering a set of terms and conditions contradictory to those included in this RFP may be rejected. A proposal may be rejected for any of the following reasons: 1) Failure to cooperate or deal in good faith (Section 3-141-201, HAR); 2) Inadequate accounting system (Section 3-141-202, HAR), 3) Late proposals (Section 3-143-603, HAR); 4) Inadequate response to request for proposals (Section 3-143-609, HAR); 5) Proposal not responsive (Section 3-143-610 (1), HAR), 6) Applicant not responsible (Section 3-143-610 (2), HAR).

Notice of Award. A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals. Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

Protests. Any applicant may file a protest against the awarding of a contract. The Notice of Protest form, SPO-H-801, all other forms and a detailed description of procedures are on the SPO website. Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F, HRS;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F, HRS; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be mailed by USPS or hand delivered to the head of the state purchasing agency conducting the protested procurement and the procurement officer conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

Head of State Purchasing Agency	Procurement Officer
Name: Chiyome Leinaala Fukino, M.D.	Name: Ann Kinningham
Title: Director of Health	Title: Chief, Administrative Services Office
Mailing Address: P.O. Box 3378, Honolulu, Hawaii 96801	Mailing Address: P.O. Box 3378, Honolulu, Hawaii 96801
Business Address: 1250 Punchbowl Street, Honolulu, Hawaii	Business Address: 1250 Punchbowl Street, Honolulu, Hawaii

Availability of Funds. The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, HRS, and subject to the availability of State and/or Federal funds.

IV. Requirements for Awardees

Tax Clearance. If awarded, a certified copy of a current valid tax clearance certificate issued by the State of Hawaii, Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) will be required upon notice of award.

Wages and Labor Law Compliance - Prior to contract execution for service contract in excess of \$25,000, the provider shall certify that it complies with section 103-55, HRS, "Wages, hours, and working conditions of employees of contractors performing services."

Monitoring and Evaluation. Criteria by which contracts will be monitored and evaluated is in Section 2.

General and Special Conditions of Contract. The general conditions that will be imposed contractually are on the SPO website. Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

Section 2

Service Specifications

I. Overview, Purpose or Need and Goals of Service

Background

The Hawaii Seropositivity and Medical Management Program (HSPAMM) was established in 1989 to provide early intervention and treatment for people with HIV/AIDS. HIV seropositive persons are examined by their primary care physician, at which time, laboratory tests may be ordered. The tests and the timing or frequency of testing may vary by physician and patient. The test results are used to evaluate the clinical status of the patient and the progression of HIV infection.

Purpose or Need

Specimen collection and laboratory tests are necessary for medical diagnosis and management of patients' medical conditions.

Provide accurate and timely laboratory tests and results to the program and participating physicians. Provide phlebotomy services statewide.

II. Demographics and Funding

Target population
to be served:

All HIV-infected persons in Hawaii.

Geographic
coverage of
service:

Laboratory services shall be provided for patients on the islands of Oahu, Maui, Hawaii, Kauai, and Molokai. In addition to providing laboratory services, the Contractor shall provide the pick up of specimens from various offices, the delivery of completed laboratory test results and the drawing of specimens at the Contractor's designated laboratory/phlebotomy sites.

The contractor must be able to provide phlebotomy services at a minimum of twenty five (25) sites in the State of Hawaii with at least one site, or subcontracted site, located in each of the following areas:

Oahu – in the Central, Leeward, Windward, and downtown regions

Maui – in Wailuku

Hawaii – in Hilo and Kailua-Kona

Kauai

Molokai

Probable funding amounts, source, and period of availability: The contract will be funded with state monies.

Single or multiple contracts to be awarded:

☒ **Single** ☐ **Multiple** ☐ **Single & Multiple**
 (Refer to §3-143-206, HAR)

Term of Contract(s)

Initial term:	<u>Two (2) years</u>
Length of each extension:	<u>Twenty-four (24) months</u>
Number of possible extensions	<u>Two (2)</u>
Maximum length of contract:	<u>Six (6) years</u>

Conditions for Extension: 1) Availability of funds; 2) must be in writing; 3) must be executed prior to expiration.

III. Service Activities

Contractor shall provide laboratory diagnostic testing services for patients on the islands of Oahu, Maui, Hawaii, Kauai, Molokai, and Lanai for the Department of Health, Communicable Disease Division, STD/AIDS Prevention Branch, Hawaii Seropositivity and Medical Management (HSPAMM) project and the HIV Drug Assistance Program (HDAP), for period of twenty-four (24) months beginning July 1, 2005 and ending June 30, 2007. Services shall include pickup of specimens from various physicians' offices, delivery of completed laboratory test results (hard copies), drawing of specimens by the Contractor at the Contractor's designated laboratory/phlebotomy sites, and delivery of an aliquot of serum from the specimens collected to the HSPAMM/HDAP project office at Leahi Hospital, Young Building Roof, Honolulu, HI 96816.

Contractor shall perform each test listed herein. Tests that Contractor is not able to perform may be subcontracted out, provided that the technical quality and accuracy of the tests are maintained. Patients will have specimens drawn at the offices of approximately 170 participating physicians or at the Contractor's designated phlebotomy sites on the islands of Oahu, Maui, Hawaii, Kauai and Molokai.

The Contractor shall provide all required supplies and materials in order to perform the services requested herein. The Contractor shall also provide, at no additional cost to the State, supplies for any laboratory specimens, which require special handling or special shipping precautions.

IV. Qualifications

1. Experience

Requirements for the Proposal Application

The applicant shall provide a brief description of experience/projects/contracts pertinent to the services required. Applicant shall include points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience.

2. Organization

As required under licensure requirements.

Requirements for the Proposal Application

The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found in the POS Manual.

All services, including services performed by a subcontractor, shall be performed in a laboratory certified and licensed by Medicare. The laboratory shall also be currently certified by the College of American Pathologists. The Contractor's laboratory (and the subcontractor's laboratory, if applicable) shall at all times be under the direct personal supervision of a laboratory director currently licensed by the State of Hawaii. Services shall be performed by licensed medical technologists and/or laboratory technicians performing under the direct supervision of licensed personnel.

3. Personnel

At the time of the proposal submittal and throughout the contract period, the Contractor performing the services specified herein shall have a minimum of six (6) licensed medical technologists and shall be certified or licensed by Medicare and by the College of American Pathologists (CAP) or the Centers for Disease Control and Prevention (CDC). If not certified and licensed by CAP or CDC at the time of proposal submittal, bidder must submit with the proposal, a letter certifying his/her laboratory is eligible for the CAP or CDC certification and that such certification will be obtained within a reasonable amount of time.

4. Facilities

The contractor must be able to provide phlebotomy services at a minimum of twenty five (25) sites in the State of Hawaii with at least one site, or subcontracted site, located in each of the following areas:

Oahu – in the Central, Leeward, Windward, and downtown regions
 Maui – in Wailuku
 Hawaii – in Hilo and Kailua-Kona
 Kauai
 Molokai

Requirements for the Proposal Application

The applicant shall identify sites where the requested phlebotomy services would be available.

Evaluation Criteria for Qualifications (60 points)

Experience (10 points)

- Previous experience providing laboratory services requested.

Organization (10 points)

- Appropriate licensure as required.

Personnel (15 points)

- Adequately licensed laboratory technologists.

Facilities (25 points)

- Available in all geographic areas listed within reasonable working hours.

V. Pricing Structure

By pricing for laboratory tests listed.

Requirements for the Proposal Application

HSPAMM Laboratory Tests

TEST	METHOD	COST (\$/test)
1. HIV Antibody	Electrophoresis, Western Blot	\$ _____ Test
2. Hepatitis B surface antigen	Enzyme Immunoassay	\$ _____ Test
3. Hepatitis B surface antibody	Enzyme Immunoassay	\$ _____ Test
4. Hepatitis B core antibody	Enzyme Immunoassay	\$ _____ Test
5. Hepatitis C antibody	Enzyme Immunoassay	\$ _____ Test

6. Hepatitis Qualitative HCV RNA	RNA	\$ _____ Test
7. Blood Urea Nitrogen	Spectrophotometric	\$ _____ Test
8. Creatinine	Spectrophotometric	\$ _____ Test
9. Aspartate aminotransferase - SGOT/AST	Enzymatic	\$ _____ Test
10. Lactate dehydrogenase -LDH	Enzymatic	\$ _____ Test
11. Alanine aminotransferase - SGPT/ALT	Enzymatic	\$ _____ Test
12. Alkaline phosphatase	Spectrophotometric	\$ _____ Test
13. Bilirubin, Total	Colorimetry	\$ _____ Test
14. Cholesterol	Colorimetry	\$ _____ Test
15. Triglycerides	Enzymatic	\$ _____ Test
16. Protein, Total	Colorimetry	\$ _____ Test
17. Albumin	Colorimetry	\$ _____ Test
18. CBC with differential	Flow cytometry	\$ _____ Test
19. Platelet count	Flow cytometry	\$ _____ Test
20. ESR	Westergren method	\$ _____ Test
21. Rapid Plasma Reagin - RPR	Agglutination	\$ _____ Test
22. Lymphocytes - CD4 count	Cytofluorography	\$ _____ Test
23. Lymphocytes - CD8 count	Cytofluorography	\$ _____ Test
24. Toxoplasma IgG titer	IFA	\$ _____ Test
25. HIV RNA	PCR (Roche)	\$ _____ Test
26. Urinalysis	Dipstick and microscopic	\$ _____ Test
27. HIV Genotype		\$ _____ Test
28. HIV Phenosense		\$ _____ Test
29. HIV Phenosense GT		\$ _____ Test
30. Chlamydia	PCR	\$ _____ Test

31. GC	PCR	\$ _____ Test
32. PAP smear		\$ _____ Test

Evaluation Criteria for Pricing (40 points)

- Lowest price for listed tests.

VI. Other

Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

Statements regarding litigation will not carry any point value but are required.

VII. Reporting Requirements for Program and Fiscal Data

Requests for laboratory services will be initiated from the physician's offices with hard copy reports sent back to the physicians within ten (10) days.

The Contractor shall deliver the test results to HSPAMM at least monthly. They may be provided through a tele-printer due to the large numbers of reports; but within 6 months of the initiation of the contract, results should be made available electronically to the Program.

VIII. Monitoring and Evaluation

The criteria by which the performance of the contract will be monitored and evaluated are:

- In the opinion of the Program's medical director or his duly authorized representative, if any original test result does not correlate with the patient's clinical condition and therefore is unacceptable, the Contractor shall, at no additional cost to the State, perform repeat test(s) conforming to the requirements herein. All repeat tests are to be completed within the given turnaround time as stated under Reporting Requirements for Program and Fiscal Data.

Section 3

Proposal Application

I. Instructions for Completing the Proposal Application

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section and section 2.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria when completing the proposal.*

II. Submission of Proposal Application Documents

The proposal application documents are as follows and shall be submitted in the following order:

- *Proposal Application Identification Form (SPO-H-200) Identifies the proposal application.*
- *Table of Contents- Include a listing of all documents included in the application.*
- *Proposal Application Short-Form 1 (SPO-H 250)*
 - *Qualifications*
 - *Pricing*
 - *Other – Litigation*
- *No Attachments required*
- *Registration Form (SPO-H-100A) – Required only if applicant is not registered with the State Procurement Office. Applicants may check their registration status on the State Procurement Office website (see Section 1) or call the State Procurement Office at (808) 587-4706.*

The required format for the Proposal Application Short Form 1 (SPO-H 250) follows. Note that the form is available on the SPO website (see Section 1). The form on the website will not include items specific to each RFP. If using the website form, the applicant must incorporate all items listed on the next page.

RFP No: HTH-121-110
Title: PURCHASE OF HIV
LABORATORY SERVICES
Applicant: _____

Proposal Application Short Form 1

I. Qualifications

Experience

Organization

Personnel

Facilities

II. Pricing

III. Other

Litigation

Section 4

Evaluation

I. Evaluation Process

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation. The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing. Each applicant shall receive a notice of award/non-award, which shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

II. Evaluation Criteria

On the next page is a sample of the evaluation form that will be used to evaluate proposal applications. Applicants will receive a report similar to the attached when upon completion of the evaluation process.

Evaluation of
 RFP HTH-121-110
 Purchase of HIV Laboratory Services
 Issued May 16, 2005

SAMPLE

Applicant:
 Proposal Application ID:

<i>Criterion</i>	<i>Total Possible Score</i>	<i>Score</i>
Qualifications	60	
<i>Experience</i>	10	
<ul style="list-style-type: none"> Previous experience providing laboratory services requested 		
Comments:		
<i>Organization</i>	10	
<ul style="list-style-type: none"> Appropriate licensure as required 		
Comments:		
<i>Personnel</i>	15	
<ul style="list-style-type: none"> Adequately licensed laboratory technologists 		
Comments:		
<i>Facilities</i>	25	
<ul style="list-style-type: none"> Available in all geographic areas listed within reasonable working hours 		
Comments:		
Pricing	40	
<ul style="list-style-type: none"> Lowest price for tests listed 		
Comments:		
TOTAL:	100	